



## EXAMINATION OPEN TO THE PUBLIC BUILDING PLAN REVIEWER (CODE COMPLIANCE)

ANNUAL \$54,764  
SALARY: \$70,201

SALARY  
GROUP: ET 21

APPLICATION CLOSING  
DATE: **SEPTEMBER 29, 2015**

EXAM  
NO: 150900OCMC

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Department of Administrative Services this class is accountable for independently performing a full range of tasks in the review of building construction plans, specifications and systems designs for compliance with applicable regulations of the Fire Safety and Basic Building Codes.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **SEPTEMBER 29, 2015**.

**GENERAL EXPERIENCE:** Five years of experience in the design, construction or inspection of buildings.

**SUBSTITUTION ALLOWED:** College training in civil engineering or a related discipline may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

**SPECIAL REQUIREMENTS:** 1) Incumbents in this class will be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including certification by the State Fire Marshal as a Fire Marshal, Deputy Fire Marshal or Fire Inspector within six months of appointment. 2) Incumbents in this class will be required to complete ninety hours of job related continuing education every three years in accordance with Section 29-298(a) of the Connecticut General Statutes. 3) Incumbents in this class may be required to travel. 4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some danger of injury or physical harm from construction environments and a moderate degree of discomfort from exposure to year-round weather conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles, practices and methods of building design and construction; knowledge of building and fire safety codes and standard tests for fire rating; knowledge of building materials and equipment; knowledge of engineering and architectural principles as they pertain to code compliance application; oral and written communication skills; interpersonal skills; ability to inspect buildings and to interpret codes; ability to conduct compliance reviews of construction specifications and drawings; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

### APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Building Plan Reviewer (Code Compliance) include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Building Plan Reviewer (Code Compliance) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience conducting code compliance inspections of existing or newly leased buildings, additions and/or renovations. Be specific as to the types of inspections you have conducted, the nature and purpose of these inspections (building/facilities interior/exterior, site conditions, building systems and life safety equipment), and the intended outcome. Be specific as to the size of the building/facility you inspected. Describe the nature of any corrective actions taken. Detail experience with comprehending various contracts (lease agreements, amendments, etc.) that will form the basis for inspection (lessor and lessee responsibilities). (2) Experience reviewing building plans/specifications relative to code compliance (building codes, life safety codes, etc.). Be specific in detailing your experience in this area. Detail your experience reviewing plans and specifications prepared by architects and engineers to ensure conformance with codes, regulations and standards. Indicate your experience providing technical assistance to other staff, architects, engineers and others in the areas of building, fire and health safety, facilities design and code compliance. (3) Written communication experience. Detail your experience writing inspection narrative reports, citations, documents and other correspondence relative to building construction, fire and safety. Be specific as to the nature and purpose of these reports or written materials, for whom they were prepared and the intended outcome. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by SEPTEMBER 29, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by NOVEMBER 17, 2015.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.